

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Parks Section Manager	Job Family: III
General Classification: Management	Job Grade: 22

Definition: To plan, organize, direct and coordinate the day-to-day activities of the Parks Services Division; to coordinate Parks Services activities within the Division and with other divisions and departments; to serve as the Division technical expert in operational matters; and to provide highly complex administrative staff support to the Parks Manager.

Distinguishing Characteristics: This level is distinguished from the first-line supervisor positions in that it provides full, second-line, direct supervision to two or more first-line supervisors within a work unit and/or assumes substantive and significant program responsibility in managing the day-to-day operations within a major department. May perform difficult and complex work and often serves as the chief technical expert in operational matters. Receives general direction from the Parks Manager. Exercises direct and indirect supervision over professional, clerical and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommends goals and objectives; assists in the development and implementation of policies and procedures.
2. Manages, directs and organizes Parks Services activities, including park, median, roadway and tree maintenance.
3. Assists in directing, overseeing and participating in the development of the Parks Services work plan; assigns work activities, projects and programs; monitors work flows; reviews and evaluates work products, methods and procedures.
4. Assists in preparing the Parks Services budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
5. Assists in preparing capital improvement project (CIP) proposals; assists in implementation of CIPs and inspection and reporting of CIPs.
6. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations.

7. Reviews, analyzes and acts upon reports and documents pertaining to division operations.
8. Participates in contract development, including reviewing specification documents; conducting prebid and construction meetings with contractors, and conducting walk-throughs as necessary.
9. Serves as Acting Parks Manager as necessary.
10. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of landscape, park maintenance, arboriculture, and related equipment and irrigation systems; pertinent local, State and Federal rules, regulations and laws; modern office procedures, methods and computer equipment; principles and practices of policy development and implementation; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of supervision, training and personnel management.

Ability to: Develop and direct a comprehensive park, forestry and landscape maintenance program; operate specialized equipment as necessary; analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; gain cooperation through discussion and persuasion; interpret and apply City and departmental policies, procedures, rules and regulations; estimate project costs, review and participate in park design projects; prepare and administer an operating budget; supervise, train and evaluate personnel; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate departmental computer systems and other related office equipment.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in park management or a related field and four years of increasingly responsible experience in park management, including one year of supervisory experience.

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Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established October 1991

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CLASS SPECS

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